



Church Hill Infant School

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Headteacher: **Mrs M Bulsara**

19th January 2015

Dear Parent,

Nomination for Parent Governor

There is a vacancy for a parent governor to serve on the school's governing body. We are very keen to encourage parents and carers of registered pupils to nominate themselves to become part of our governing body.

Parent governors are elected by other parents and are vital to our governing body. They share equally with other governors the duty of carrying out the governing body's wide range of responsibilities. Governors do not run the school day to day, as their role is at the strategic or policy-making level in the school. They ensure that the headteacher performs his or her responsibilities for the educational performance of the school and ensure the sound, proper and effective use of the school's financial resources. You do not have to be an expert on education to be a school governor, and we value the experience and skills that all governors bring to the role. However you will be expected to demonstrate skills and experience that will enhance governance at the school, a commitment to undertake training and a willingness to engage in the life of the school and its strategic development, over and above merely attending meetings. The Governing Body would welcome applications from parents with one or more of the following skills/experience: Human resources, procuring/purchasing, school improvement, fundraising and/or ICT infrastructure.

If you join our governing body, you will serve for a four year term and you can continue to the end of the four years even if your child leaves the school. Being a governor does take up time. There are six full governing body meetings each year and governors usually serve on one or more committees which meet, once or twice a term. You will need to set aside time to be able to be an effective governor: time to prepare for meetings, for visiting the school, to undertake training and updating.

If you would like to take the opportunity to put yourself forward as a candidate please contact the school by email (admin@churchhill-inf.leics.sch.uk) and request an application pack which will contain further information along with a parent governor election form. Please complete and return the election form to the school office by Monday 2nd February 2015 at 12pm.

If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

To find out more about what being a governor at this school is like; you can contact Eloise Hollis, our Chair of Governors who will be very willing to answer any questions. Please contact the school office to arrange an appointment.

Yours sincerely

M Bulsara
Headteacher

